

Sanitized Copy Approved for Release 2011/06/30 : CIA-RDP87-00812R000400070001-6

DDA Weekly

OS Registry ———


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~~SECRET~~

27 August 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:


Director of Security

SUBJECT: Office of Security Significant Activities
Week of 20 - 27 August 1986

1. This memorandum is for information only.

2. The activities of the Office of Security (OS) during the week of 20 - 27 August 1986 were highlighted by the following items:

*a. On 21 August, the Deputy Director for Physical and Technical Security, Chief, Physical Security Group and Deputy Chief, Physical Security Division were interviewed by State Department Inspector General representative, Arnold Lee, regarding their perception of the activities and effectiveness of the State-Chaired Security Policy Group.

25X1

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S E C R E T

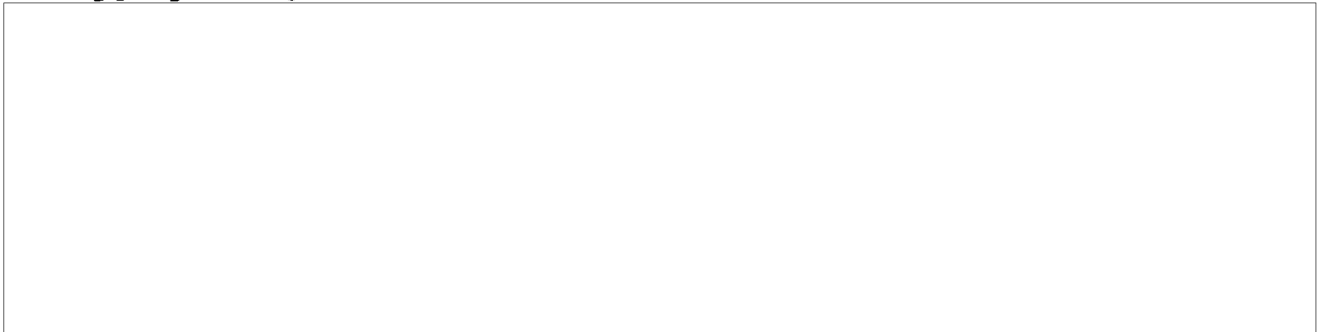
25X1



f. On 22 August, a Security Education Staff officer presented two (2) one (1) hour briefings on Office of Security procedures to DDS&T front office staff personnel. An SES officer also briefed 137 OSO employees on the same topic.

g. As part of the Current Security Issues program, the Chief, Security Support Division spoke to the DDO/Evaluations and Plans Staff on security and suitability issues, and the Deputy Chief, Polygraph Division briefed DDI/SOVA on the Polygraph Program.

25X1



* Items that may be of interest to the DCI.

S E C R E T

SUBJECT: Office of Security Significant Activities
Week of 20 - 27 August 1986

25X1 OS/P&M/PPG, (27 August 86)

Distribution:

Orig - OS Reg. (Wanged to DDA 27 August)
1 - D/S
1 - EO
1 - AO
1 - C/PPS
1 - C/SES
1 - C/CMS
1 - DD/PS
1 - C/IG
1 - C/CISG
1 - C/CG
1 - DD/PTS
1 - C/TSG
1 - C/PSG
1 - C/EAG
1 - PPG Chrono

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

WEEKLY

FROM:

Chief, Polygraph Division

EXTENSION

NO.

DATE

26 August 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief/Investigations Group

8/26/86

CJS

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3.

4.

5.

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11.

12.

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14.

15.

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SECURITY EDUCATION STAFF WEEKLY ITEMS

20 August - 26 August 1986

On 22 August, an SES officer presented two one hour briefings on Office Security Procedures to the DDS&T front office staff personnel. An SES officer also briefed 137 OSO employees on the same topic.

25X1 The DDO familiarization workshop was completed on 21 August 1986. There were [] attendees from Polygraph Division, Physical Activities Security Division and Technical Division.

25X1 As part of the Current Security Issues Program, []
25X1 [] spoke to the DDO/Evaluations and Plans Staff on
25X1 security and suitability issues and [] spoke to SOVA
on Polygraph Division.

25X1
[]
✓ Chief, Security
Education Staff

C O N F I D E N T I A L

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SSD Weekly Report

FROM: /

EXTENSION

NO.

// Deputy Chief, Security Support Division

DATE

26 August 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

RECEIVED

FORWARDED

1.

C/SSD

8/26/86

8/26/86

M

2.

C/CI&SG

26 AUG 1986

27 AUG 1986

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SEPARATED FROM SECRET ATTACHMENT

S E C R E T

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*Weekly
Items*

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**MEMORANDUM
OF CALL**

Previous editions usable

TO:

☐ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*no weekly
Jens*

RECEIVED BY	DATE	TIME
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63-110 NSN 7540-00-634-4018 **STANDARD FORM 63 (Rev. 8-81)**
Prescribed by GSA

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August 26, 1986

Memorandum For: Chief, Policy & Plans Staff
Office of Security

From: [REDACTED]
Chief, ADP, Policy & Plans Staff

Subject: OS/ADP Weekly Status Report -- W/E 22 Aug 86

1. ACCOMPLISHMENTS THIS PERIOD

Security Communications Improvement Project (SCIP)

- o A meeting was held with the Office of Training and Education (OT&E) to discuss what role OT&E can play in the up-coming System Administrator's Conference. OT&E will provide formal instructions on generic System Administration training scheduled during the conference. [REDACTED]

- o A visual memory cabinet on WANG has been created which contains personnel type information on everyone assigned to the Policy & Plans Staff. [REDACTED]

- o Instructions are being finalized for Reinvestigations Branch (RB) to telecommunicate with Polygraph Division (PD). RB will send their scheduled polygraph date to PD and in return will receive polygraph reports. [REDACTED]

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Polygraph Division Support

- 25X1 o A draft of the Users Manual for the Examiner Activity System has been completed. The manual is now being typed and will be finalized this coming week. []
- 25X1 o A Statement of Work and the Requirements and Functional Document to procure contractor services to develop a polygraph scheduler for the OS Polygraph Division has been submitted to the OIT Contract Coordinator. Resource estimates are expected from the SDE-II Contractors within three weeks. []

Security Action Tracking System (SIMS/SATS)

- 25X1 o On 21 August the SATS Working Group met at []
The following items were reported:
 - (1) The comparison of the SIMS/BASE Security Action Table with the SATS/SK Case Type Table showed discrepancies. These were corrected and the two tables now have the same codes. Records in both systems required data correction actions to reflect the valid codes.
 - (2) The SATS/SK Procedures Handbook, including Field Office Instructions, is complete. The Field Office Instructions will not be sent to FOs pending inclusion of two new data fields in the SATS/SK Menu.
 - (3) System Support Branch (SSB), SRD/CG/OS, has been assigned to run and store copies of the SATS/SK Monthly Production Reports.
 - 25X1 (4) An Request for Change (RFC) to extend the NAME fields in the SATS/SK Menu and an RFC for the addition of CSS and CA data fields were submitted to ADPB. []
- 25X1 o Work continued on the draft of the SATS System Requirements Document which will be reviewed by OS. The Liaison Branch procedures will not be included in the document, however, general fields which will satisfy National Agency Checks may be added to the SATS data base []

Security Information Management System (SIMS/BASE)

- 25X1 o On 20 August the Request for Change (RFC) 'SIMS LIMITED ACCESS BY ASOs' was implemented by OIT. This gives the Area Security Officers assigned to the DCI, DDA, DDI, DDO, DDST, NIESO, NPIC, ODESS, and OLSS offices the capability of searching SIMS by NAME, SFN, and SSN. Before this change the ASO's had to contact Headquarters Security (HS) personnel in order to obtain information. HS personnel then would conduct a SIMS search and re-contact the requestor (ASO's) with the needed information which was time-consuming. []
- o QSI delivered the final version of the SIMSBAR System Development Plan. They also delivered the Hardware and Software Requirements

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25X1 List. This list must be sent to procurement within two weeks to allow for procurement lead time. [REDACTED]

- 25X1 o All changes required to be made to the existing SIMS FILELOC GIMS procedure to support SIMSBAR have been identified. Also the design of the portable reader based IRL software has begun. [REDACTED]

Community-Wide Computer Assisted Compartmentation Control System (4C)

- 25X1 o The QSI Contractor completed programming modifications for the three 4C procedures (AQ, AQNAM, and CMTRN) affected by Change Proposal No. 42. The purpose of this change is to make the comment field a multiple entry in the archive system for both storage and display. [REDACTED]

Miscellaneous OS Support

- 25X1 o A meeting was held with [REDACTED] OIT, to discuss ODO
25X1 office automation study. [REDACTED] chaired the study group and will provide OS a copy of the recommendations derived as a result of this exercise. The purpose of this meeting was to determine if this study could be of some benefit to the planned OS Personnel Security study which will be looking at the paper flow in the personnel security arena. [REDACTED]

2. PROBLEMS

Security Information Management System (SIMS/BASE)

- 25X1 o The Files Section, R&SB/SRD/CG/OS, identified a problem when using the FILE LOCATION MENU to update the location of a case folder when attaching other folders to it. When they entered a valid 2-character name into the ATTACHED TO prompt they received an error message and no updates occurred. This was reported to OIT and the problem was resolved within a matter of hours. A follow-up PROBLEM REPORT for documentation was forwarded to OIT. [REDACTED]

3. PLANNED ACTIVITIES FOR NEXT PERIOD

Security Communications Improvement Project (SCIP)

- 25X1 o Training will be provided to Reinvestigations Branch personnel
25X1 on Wang telecommunications. [REDACTED]
- [REDACTED]

Security Information Management System (SIMS/BASE)

- o A schedule for implementing the One-Time Load of data from the Personnel HRS2 System and re-starting the Bi-Weekly HRS2 Interface will be prepared. The revised Interface Control Document

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25X1 which contains details for these two processes will be reviewed for acceptance by OS.

- 25X1
- o Requirements will be determined to prepare the Request for Change (RFC) for the on-line SIMS File Ordering Process.

- 25X1
- o The following RFCs will be finalized and send to OIT:

25X1 (1) DIS 5-15 BI OR NAC REPORT DESIGNATOR

(2) FILE LOCATION HISTORY LIMITATION

- 25X1
- o The following actions are planned for the Bar Code development:

(1) Review the final draft of the System Development Plan prior to base-lining the document.

(2) Review and advise the System Operational Concept document by COB August 29.

25X1 (3) Prepare forms to purchase the items listed on the 'SIMSBAR HARDWARE/SOFTWARE REQUIREMENTS LIST' received from the Contractor for the bar code system.

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27 AUG 1986

MEMORANDUM FOR: Policy and Plans Staff

25X1 FROM:

[redacted]
Chief, Policy and Support Staff, PTS

SUBJECT: PTS Items for the DDA Weekly Log
21 - 27 August 1986

1. On 21 August, DD/PTS, C/PSG, and DC/PSAD were interviewed by State Department IG representative, Arnold Lee, regarding CIA Security's perception of the activities and effectiveness of the State-Chaired Overseas Security Policy Group.

25X1 2. On 13 August, [redacted] C/PTPE, briefed [redacted]
25X1 [redacted] the new Chief of Foreign Networks Division, OC, on the PTPE Program. A major topic was the secure transportation issue and our belief that the Agency must devise a common philosophy addressing this issue.

25X1 3. On 14 August, [redacted] briefed the IMS staff meeting
25X1 on the PTPE Program. Other briefings for various Do entities are being scheduled.

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